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is for reference purposes only.**

# Justice Bulletin

Montana Board of Crime Control

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*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408  
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**Request for Proposals (RFP)**

**#09-06 (M) Misdemeanor Probation—Domestic Violence**

New subgrantees must register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov)  
at least five (5) days prior to submitting the online application.

**Proposal Deadline: February 20, 2009**

**Project Dates: July 1, 2009, to June 30, 2010**

## I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Misdemeanor Probation for Domestic Violence Program in Montana.

The 2005 Legislature passed HB 476 increasing the marriage license fee to fund this program. It is anticipated that a total of approximately \$90,000 will be available.

The communities selected for funding will be expected to achieve sustainability within four years and will demonstrate this through a graduated match requirement. The purpose of this program is to promote victim safety and offender accountability through a variety of case management and compliance monitoring methods. These methods include but are not limited to probation personnel, electronic or GPS monitoring, and case management systems that track recidivism and revocation. Recidivism and risk of serious injury or death to victims can be reduced when offenders are held accountable by the criminal justice system and are required to comply with court ordered sanctions such as payment of fines and restitution, batterer counseling/treatment, Orders of Protection, and drug and alcohol screening.

Communities that can demonstrate a collaborative approach in program development between courts, law enforcement, prosecution, and victim assistance programs will be given priority for funding. Involvement by participating agencies should be documented through current letters of support from active organizations and include specific contributions to be made.

## II. Eligibility

Eligible applicants include units of municipal, county, or tribal governments.

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### **III. Application Deadline**

Applications for RFP #09-06 (M) Misdemeanor Probation—Domestic Violence must be submitted online on or before February 20, 2009 at 5:00 p.m.

### **IV. Program-Specific Information**

#### **Project Period**

The project period begins July 1, 2009 and concludes June 30, 2010 pending an approved state extension.

#### **Purpose of funds**

The purpose of funding is to provide monitoring and enforcement of sentence compliance for offenders who have been convicted of first or second offense Partner or Family Member Assault (PFMA) against an intimate partner. Communities are strongly encouraged to develop a comprehensive plan for achieving goals including assessment of need, demonstration of collaboration through community coordinated response teams, methodologies to be employed, meaningful sanctions for non-compliant offenders, plans for sustainability of the program, and details regarding how the program will be evaluated.

#### **Match**

This funding project requires all that projects must provide a 20% in-kind (soft) or hard cash match for the first year. Match for second year projects will be 30%, for third year 50% and for the fourth and final year 70%.

**Note:** The budget sheet must include the required match as a percentage of the **total project budget**. Specifics of the match (amount and source {in-kind or hard cash}) must be clearly identified on **both** the Budget Sheet and Budget Narrative in the application. Projects must document the basis for determining the value of in-kind match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.

#### **Goals**

Goals should follow the authorized purpose area definitions (See *Authorized Purpose Areas* listed below) and whenever possible contain model and best practice program approaches.

#### **Objectives and Deliverables**

The Online Subgrant Application System (OSAS) has a *five* objective limit. Objectives start with the word “to” and contain a measureable deliverable. Objectives should be in alignment with the performance measurements and the goals you listed in your grant narrative. (See *Authorized Purpose Areas* listed below).

**For the purposes of this program, minors are defined as individuals under 21 years of age.**

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### **Authorized Purpose Areas**

Grants under this program may be used for the following purposes (a program containing most of these elements would qualify as a comprehensive program):

- Supervision/Probation for offenders convicted of first and second offense misdemeanor partner or family member assault against an intimate partner
- Tracking of sentence requirements and compliance with each
- Electronic or GPS monitoring of some offenders after risk assessment
- Victim safety measures such as lethality assessment
- Tracking of outcomes (i.e. recidivism, revocations of probation etc.)
- Establishment of a supervision fee structure or other means of program sustainability.

### **V. Registration**

Register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) at least five (5) days prior to the February 20, 2009 application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

### **VI. How to Apply**

Applications will only be accepted through MBCC's Online Subgrant Application System (OSAS). Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select *Grants*, then select *Online Application*. Log in and choose an RFP by selecting *File a New Application*. Select the RFP for which you are applying. Complete the online application, and mail the signature page, letters of support, and proof of nonprofit status.

### **Assistance**

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff  
Conrad Eklund  
[ceklund@mt.gov](mailto:ceklund@mt.gov)

Phone  
444-2077

Program Staff  
Lisa Riedlinger  
[lriedlinger@mt.gov](mailto:lriedlinger@mt.gov)

Phone  
444-1995

### **Late Applications**

- New project applications received past the due date will not be considered during the current cycle;
- Continuations project applications received past the due date will require an appearance before the Victim Committee of the Board to request consideration. Continuation project

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applications received past the due date for a second time will be returned and will not be considered.

<b>VII. Application Requirements</b>
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This section is to be used as a guide throughout your application process in Online Subgrant Application System (OSAS).

All applications must include the following:

- Section 1. Face Page:** The face page is automatically generated in the online application system. The face page identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.
- Section 2: Project Budget:** Applicants must provide a budget that is complete, allowable, and cost-effective in relation to the proposed activities. The applicant must also show the cost calculations to demonstrate how the applicant arrived at the total amount requested.
- Section 3: Budget Narrative:** The applicant must provide a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.
- Section 4: Project Narrative:** Submit a project narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The project narrative describes the applicant's approach to the Misdemeanor Probation program in the community. The program narrative must be written in a 12-point font, double-spaced, less than 24 pages, and contain the *Required Components* listed below. Materials required under the *Budget* and *Budget Narrative* and *Other Attachments if applicable* sections will not count toward the program narrative page count.

### **Required Components**

- a. **Executive Summary:** Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. This section should be limited to 4 double-spaced, 12-point font pages.
- b. **Needs Statement:** The needs assessment should include current data (less than five years old) that justifies the grant request within the authorized purpose areas that are listed in part IV Program-Specific Information.

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- c. **Goals:** Provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project.
- d. **Objectives:** Identify the specific milestones aimed at achieving the goal(s). Objectives must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible.
- e. **Implementation Plan:** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.
- f. **Evaluation and Internal Assessment:** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment in helping to prevent violence against women.
- g. **Sustainability/Future Funding Plan:** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding you anticipate seeking, and a general description of funding in the final year of support.

**Section 5: Special Assurances and Conditions:** The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

### **Other Required Components if applicable:**

- **Positions Descriptions:** Applicants must submit a position description for all positions in which Misdemeanor Probation funds are being used. Applicants are encouraged to insert Position Descriptions into the project narrative before the Project Narrative is uploaded to OSAS. However, Positions Descriptions will be accepted by mail.
- **Current Letters of Support\*:** Applicants must provide current letters of support from active local businesses or agencies supporting the subgrantee.

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- **Signature page\*:** Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.

\*Mail original copies of the **signature page** and **current letters of support** to the following address: MBCC, 3075 North Montana, PO Box 201408, Helena, MT 59620-1408.

### **VIII. Special Requirements**

#### **Crime Data Reporting**

If the grant is for a law enforcement agency, the law enforcement agency must report crime data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; [jsteyee@mt.gov](mailto:jsteyee@mt.gov)) or Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)).

#### **Federal and State Reporting Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).

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**All successful applicants for MBCC grant award funds must agree to the following conditions:**

Submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames. \*For this particular application, data is not required.

<b>IX. Limitations and Fund Use</b>
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Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to <http://doa.mt.gov/doatravel/travelmain.asp>. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to July 1, 2009.
12. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
13. Uniform allowances will not be permitted.
14. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.
15. Communities are **discouraged** from activities that may compromise victim safety such as:
  - a. Offering perpetrators the option of entering pre-trial diversion programs
  - b. Mediation or counseling for couples as a systemic response to domestic violence
  - c. Requiring victims to report domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings
  - d. Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior
  - e. Placement of batterers in anger management programs; and
  - f. Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

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Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

<b>XI. Selection Criteria</b>
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### **Awards**

The Victim Committee of the Board will review proposals. A notice of award will be sent to the applicants informing them of the committee's recommendation to the full Board.

### **Appeals**

Applicants may appeal the recommendation to the full Board **if there are substantive reasons**. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.



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### **Application Checklist**

Please refer to this checklist before submitting your application. All applications must include the following:

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Face page                         | online            |
| <input type="checkbox"/> Project Budget                    | online            |
| <input type="checkbox"/> Budget Narrative                  | online            |
| <input type="checkbox"/> Project Narrative                 | online            |
| <input type="checkbox"/> Executive Summary                 | online            |
| <input type="checkbox"/> Special Assurances and Conditions | online            |
| <input type="checkbox"/> Position Descriptions             | online or by mail |
| <input type="checkbox"/> Letters of Support                | mail              |
| <input type="checkbox"/> Signature Page                    | online and mail   |

### **Mailing address for items requiring mail:**

**Montana Board of Crime Control**

**3075 North Montana**

**PO Box 201408**

**Helena, MT 59620-1408**